



INTERNSHIP APPLICATION

DEADLINES

Applications must be *postmarked or hand delivered* by the appropriate deadline below:

SUMMER INTERNSHIP - NOVEMBER 1

FALL INTERNSHIP - MARCH 1

SPRING INTERNSHIP - JULY 1

An application deadline falling on a Sunday is extended to the next Federal workday.

The Department of State is committed to equal opportunity and fair and equitable treatment of all without regard to race, color, ethnicity, sex, religion, age, sexual orientation, disabling condition, political affiliation, marital status, or prior statutory, constitutionally protected activity. The Intern Coordinators' office at the Department of State provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify that office. The decision on granting reasonable accommodation will be on a case-by-case basis.

Table of Contents

PART I

	Page
Introduction	1
Internship Program	2
Who Is Eligible	2
Intern Duties	2
Types of Internships	3
Length of Internships	3
Salary and Benefits	4
Housing	4
Selection and Clearance Process	5
How Interns Are Selected	5
Security Clearance Process	5
Random Drug Testing	6
Final Offer of Appointment	6
Application Instructions	7
Number of Copies Needed	7
How to Select Bureaus	7
How to Assemble Package	8
Where to Submit Application	9
Application Processing Timetable	10
Chart for Selecting Bureaus	11
Description of Participating Bureaus	13

PART II

DS-1950 Instructions	1
Application Form DS-1950	3
Acknowledgement Card and Checklist	Back Cover

AN INTRODUCTION TO THE U.S. DEPARTMENT OF STATE INTERNSHIP PROGRAM

Who We Are The U. S. Department of State is the official international relations arm of the President of the United States. The Department is responsible for formulating, implementing and supporting U.S. foreign policy, assisting U.S. citizens abroad and managing the human and material resources that provide the platform for U.S. foreign policy. Members of the Department’s Foreign Service and Civil Service are engaged in issues such as conflict resolution, nuclear non-proliferation, human rights and democracy, environmental issues, world trade, public diplomacy, and the promotion of the interests of Americans and their businesses abroad. Department of State employees are also involved in support and management issues—improving logistical systems to get the best possible value for tax dollars.

As you will see on pages 13 – 27, the Department of State is composed of many different bureaus, some “regional” (for example, the Bureau of African Affairs); others “functional”, dealing with specific external issues or internal responsibilities (such as the Bureau for Democracy, Human Rights and Labor; the Bureau of Administration; and the Bureau of Economic and Business Affairs).

The State Department’s Mission To administer U.S. foreign policy and maintain diplomatic relations throughout the world.

The Objectives of the Internship Program

- ❑ To encourage students to consider careers in foreign affairs.
- ❑ To provide students with valuable work experience in a foreign affairs agency.
- ❑ To aid the Department in achieving its mission.

THE INTERNSHIP PROGRAM

You are eligible to apply if you are:

- A full- or part-time continuing college or university junior, senior, or graduate student. An applicant is considered a junior if he/she will have completed all sophomore credits (60 or more semester hours or 90-quarter hours) by the time the internship begins, and will be entering at least the junior year immediately following completion of the internship.

IMPORTANT: If you are applying for an internship after receiving an undergraduate or graduate degree, you must indicate in your Statement of Interest and on the Employment Data Form that you will be a continuing student immediately upon completion of your internship. If this is not indicated, it will be assumed that you are not a continuing student and your application will not be considered. If registered for a graduate program, you may have to show proof of acceptance.

- A U.S. citizen.
- In good academic standing in an accredited institution.

In accordance with the Federal Equal Opportunity Recruitment Program, the Department encourages women and minority students to apply for these positions.

Duties of an Intern

The Department is looking for students with a broad range of majors, such as Business or Public Administration, Social Work, Economics, Information Management, Journalism, the Biological and Physical and Engineering Sciences, as well as those majors more traditionally identified with international affairs. Intern duties and responsibilities may vary according to post or office of assignment. For instance, interns may write reports on human-rights issues, assist with trade negotiations, assist with citizen's services or visa work, help Americans in distress abroad, or organize conferences or visits of high-level officials. Others may research economic or environmental issues, write news stories, work on web pages or help produce electronic journals.

Interns with scientific and technical backgrounds might work with issues such as arms control, genetically modified organisms (GMOs), infectious diseases, and remote sensing.

Continued on next page

THE INTERNSHIP PROGRAM, Continued

Duties of an Intern, cont.

Those interested in management may use their expertise working on projects involving budgets, human resources, information systems, or general logistical support to posts abroad. Some may be involved in educational and cultural exchange activities. Interns are also instrumental in the recruiting of U.S. speakers and specialists for overseas programs. Internships are excellent preparation for future careers in both the Civil Service and the Foreign Service.

Types of Internships

There are two different types of internships: domestic and overseas.

- **Domestic** – About half of the internships are in Washington, D.C. A limited number of intern positions are available at Department offices in other large cities in the United States.
- **Overseas** – The remaining internships are at our embassies and consulates abroad. Not all overseas posts are able to participate in the program, and participation may vary from year to year. For more information, please refer to the descriptions of participating bureaus that begin on page 13.

IMPORTANT: Applicants who wish to intern abroad must present evidence of medical insurance coverage that is valid abroad, to include medical evacuation and repatriation of remains coverage. This proof must be presented to the Intern Coordinator or Bureau Coordinator before traveling to post.

Length of Internships

Students must be available to begin their internship within the timetable described on page 10 (Interns Enter on Duty). Interns usually serve for one semester or quarter during the academic year, or for a minimum of 10 weeks during the summer; they are expected to work a 40-hour week.

THE INTERNSHIP PROGRAM, Continued

Salary and Benefits

- The majority of all internships are **UNPAID**.
- Pending the availability of funding, a limited number of **PAID** internships is available to students who can demonstrate financial need. To apply for a paid internship, students must include in their internship application package one copy of their Student Aid Report (SAR) which indicates your EFC (Expected Family Contribution) number. (This report is generated from the submission of the Free Application for Federal Student Aid form). Student Aid Reports submitted without the EFC number will not be considered.
- Paid interns receive a temporary appointment at the GS-4 through GS-7 grade level, based on education, work experience, and availability of funds. If the appointment is for 90 days or more, the intern earns annual and sick leave at the rate of four hours per bi-weekly pay period plus paid Federal holidays during the period worked. Paid interns contribute to Social Security.
- Unless otherwise stipulated in the bureau descriptions, which begin on page 13, transportation to and from Washington or overseas posts is the responsibility of the intern.
- Although unpaid interns are not Federal Government employees, and are not entitled to any employee benefits, they are protected in the event of job-related injuries under the Federal Torts Claims Act.
- Many educational institutions grant academic credit for internships and/or offer financial aid for internships.

Housing

Housing is not provided in the Washington, D.C. area and arrangements and associated costs are the responsibility of the interns. A listing of suggested housing alternatives in Washington, D.C. is mailed with the selection package. Abroad, every effort is made to provide housing at no cost to interns but, because circumstances may vary at different posts, this cannot be guaranteed. The bureau descriptions, which begin on page 13, include available guidance on bureau housing policies. Before accepting an overseas internship, students may wish to confirm with the selecting bureau whether housing will be provided.

THE SELECTION / CLEARANCE PROCESS

How Interns are Selected

The Intern Coordinators' Office receives all applications and reviews them to ensure that they are complete and that applicants meet the eligibility criteria. Applications are then forwarded to the bureaus identified by the applicant. Bureau representatives evaluate applicants based on the application materials. Foreign language ability is an important factor in placement for internships abroad. Completing some academic studies relevant to the type of work you wish to perform increases your competitiveness.

The bureau or office to which the Intern Coordinators' Office submits the applications may make a verbal offer to an applicant. However, the offer is not "official" until selectees receive written notification from the Intern Coordinators' Office. This notification is a tentative offer to participate in the internship program. A final offer is contingent upon complete investigation and issuance of a security clearance. Those who are not selected for internships will also be notified by mail. So that we may contact you as soon as possible, **please make sure that any changes of address after you apply are submitted immediately to the Intern Coordinator at the address on page 9.**

Security Clearance Process

Students tentatively selected for the internship program must undergo a background investigation and receive either a Secret or Top Secret security clearance. The clearance process takes approximately 90-120 days to complete from the time the forms are received by the Bureau of Diplomatic Security (DS). Investigations may take substantially longer than 120 days if you have had extensive travel, education, residence and/or employment overseas; if you have dual citizenship, foreign contacts, immediate family or relatives who are not citizens of the United States and/or a foreign born spouse; or if there is a security, suitability, or medical issue to resolve. These issues could include a current or past history of drugs or alcohol abuse, as well as a recent history of credit problems. Further information regarding issues of dual citizenship and foreign influence is available at www.careers.state.gov. Although these problems will not necessarily preclude you from receiving a security clearance, they will lengthen the time required to complete the clearance process. The appropriate security forms you will need to complete will be included with your preliminary notification of

Continued on next page

THE SELECTION / CLEARANCE PROCESS, Continued

Security Clearance Process, cont. acceptance. When you receive these forms, **please complete, sign, and return them by the date indicated in the letter. *This is important!*** **Diplomatic Security may be unable to process your security clearance if you fail to meet that deadline.**

Random Drug Testing All interns serving in positions which require a clearance for access to information classified as “Secret” or above will be subject to the Department’s random employee drug-testing program.

Final Offer of Appointment After all procedures are completed and clearances obtained, interns assigned domestically will be contacted by the Intern Coordinators’ Office with an official, final offer of appointment. The Bureau Coordinator normally contacts interns assigned abroad. **Travel to Washington, D.C. or abroad for purposes of reporting for duty should not be done until you receive an official offer of appointment from either the Intern Coordinator (for domestic assignments) or the Bureau Coordinator (for overseas assignments) confirming the granting of your security clearance and permission to report for duty. The office or post to which you are assigned will be unable to employ you until you have been fully cleared.**

Note: Federal law requires denial of a passport to any spouse certified by the Department of Health and Human Services as being more than \$5,000 in arrears on Child support.

INTERNSHIP APPLICATION INSTRUCTIONS

Your Application Package

Your application consists of items **A-C** on page 8.

- **Three complete sets of the application package are required.** Please use paper clips to assemble each package. Incomplete packages will not be forwarded to bureaus for consideration.
- Photocopied applications and forms are acceptable. Additional applications may be downloaded from the Department's web site www.careers.state.gov (select **Student Programs**). Follow the instructions on how to download through Adobe Acrobat Reader.
- **Typed forms are strongly recommended.** If you are unable to type the forms, please use black ink to complete them.
- **Item D** is required only if you are applying for a paid internship based on financial need. If applying for a paid internship based on need, you will need to submit a copy of your Student Aid Report indicating your Estimated Family Contribution Number (EFC). The EFC number is found in the top right-hand corner of your Student Aid Report.

Please do not submit letters of recommendation or other materials. They will not be forwarded to the Bureaus for their consideration.

How to Indicate Your Preference

- **An applicant may apply for internships in two bureaus or offices.**
- On the application form, indicate your first Bureau choice in the first section of Item 8, "Indicate Title, etc." and your second Bureau choice in the next section in Item 8, "Job Announcement Number." Disregard the instructions which tell you to obtain a Job Announcement. This booklet is the Job Announcement.
- Also, in Item 8, indicate the geographical area in which you are willing to work if outside the Washington, D.C. area. See Bureau descriptions for choices.

USE ACRONYMS as listed in the descriptions of the Bureaus and Offices on the following pages, such as (AF) and (EUR).

ASSEMBLING APPLICATION PACKAGE

Your application package should be arranged in the following order:

<i>Item A</i>	<i>Application Form</i>
	DS-1950, Application for U.S. Department of State Federal Employment. <ul style="list-style-type: none">• Read all directions carefully.• Photocopy blank experience pages if additional space is needed.• Include permanent address, e-mail address, and telephone numbers where you can be reached.• SPECIAL INSTRUCTIONS: On the first page of the Instructions for Completing Application for U.S. Department of State Federal Employment (DS-1950), <i>disregard</i> the second paragraph which tells you to obtain a Job Announcement. This booklet is the Job Announcement.• On page 6 (Employment Data), items 1 through 5 must be answered. The rest of the items are voluntary, but all applicants are encouraged to respond. This data is used for statistical purposes only.
<i>Item B</i>	<i>Statement of Interest</i>
	Include a one -page Statement of Interest that describes your objectives and motivation in seeking an internship. Explain how your academic courses and other personal experiences relate to the bureau(s) or office(s) to which you are applying. Please use this opportunity to tell us about any specific disadvantages you may have overcome. Be sure to indicate if you are a continuing student.
<i>Item C</i>	<i>Transcript</i>
	Both official and unofficial transcripts are acceptable. If you are a first-year graduate student, you should submit a copy of your most recent undergraduate transcript. Transcripts may be included with the application package or may be mailed separately if necessary. However, all transcripts must be received by the application deadline.
<i>Item D</i>	<i>Student Aid Report (Optional)</i>
	If you wish to be considered for a paid internship, you must submit one copy of your Student Aid Report (SAR). The SAR must include your Expected Family Contribution number (EFC) or you will not be considered for a paid internship.
<i>Item E</i>	<i>Acknowledgement Card (Optional)</i>
	The acknowledgement card is located on the back of the brochure. Submit one acknowledgement card per package, not one per application. Be sure to stamp and self-address the card or use a self-addressed, stamped post card. If you do not, receipt of your application will not be acknowledged until after the bureau selections are determined. Do not staple the card to the rest of the package.

SUBMISSION OF APPLICATIONS

Where to Send Your Package

- A completed application package, including all attachments and required copies, must be postmarked, or hand delivered by the appropriate deadline. Faxes will not be accepted.
- **Mail Delivery Notice** - We are still experiencing delays of several weeks for the delivery of U.S. Postal Service mail of ALL types (Express, Priority, registered, etc.). Therefore, to avoid delays in the delivery of your application and to ensure that we can process all applications that meet the postmark deadline, we strongly urge you to send your application via a commercial delivery service such as FedEx, UPS, DHL, etc.
- All applications must be submitted to:

**Intern Coordinator
Recruitment Division
Department of State
2401 E Street, N. W., Room H518
Washington, D.C. 20522-0151**

- **DO NOT SEPARATE OR SEND APPLICATIONS DIRECTLY TO ANY BUREAU OR OFFICE IN THE DEPARTMENT. THIS COULD DELAY YOUR CONSIDERATION FOR AN INTERNSHIP AS ALL INTERNSHIP APPLICATIONS ARE PROCESSED CENTRALLY.**

A WORD TO THE WISE - Changes to the intern program may occur throughout the year. To stay up-to-date on all issues related to the intern program, we encourage you to visit the web site frequently. Important changes are highlighted in the “What’s Hot” section of the site (www.careers.state.gov).

Application Processing Timetable

The following chart is provided to help applicants track their application during the months of the selection process. Please be patient and follow guidelines on notifications below. Keep this form handy for future reference.

Activity in Intern Program	Summer Internship	Fall Internship	Spring Internship
I. Applications Distributed to Colleges and Universities	August	August	August
II. Postmarked Application Deadline	November 1	March 1	July 1
III. Review of Applicants' Qualifications	November	March	July
IV. Applications Referred to Bureaus	November	March	July
V. Selections Made by Bureaus; Selectees Notified in Writing by Intern Coordinator's Office	December - January	April – May	August-September
VI. Non-Selects Notified in Writing by Intern Coordinator's Office	February – March	June	October
VII. Forms Received from Selectees to Initiate Security Clearances*	January	June – July	October-November
VIII. Security Clearances Completed. Official Offers of Appointment Made	May – June	September – October	December – January
IX. Interns Enter on Duty	May – July	September – October	January – February
X. Internship Ends	September	December	April

*Security clearance processing takes approximately 90-120 days, so it is important to return signed, completed forms to the Intern Coordinators' Office by the date indicated in the letter. Either the Intern Coordinators' office or the Bureau Coordinator will notify you when the security clearance is issued.

The chart on pages 11 and 12 are to be interpreted as a guideline only. It is intended to help applicants in identifying bureaus to which their majors may be commonly related. Bureaus require a broad range of skills and academic backgrounds to accomplish their goals, and do not limit their selections to only those majors indicated on the chart.

Bureau/Office	Major	Accounting	Adult Education/Training	African Studies	Agriculture	Architecture	Art History/Art Studies	Biological/Physical Science	Business	Communications	Computer Science	Criminal Justice	East Asian Studies	Economics	Engineering	Environmental Studies	European Studies	Finance	Geography	Government	History	Humanities	Human Resources	Information Systems	Interior Design	International Relations	Journalism	Latin American Studies	Law	Library Science	Linguistics	Middle Eastern Studies	Political Science	Print Making	Public Administration	Public Affairs	South Asian Studies	Any Majors
	Administration	*			*	*			*	*	*			*	*	*				*	*	*	*	*	*		*					*	*	*	*			
African Affairs			*		*		*		*	*	*			*						*	*	*				*				*				*				
Art Bank Program						*	*							*							*				*													
Art in Embassies							*														*																*	
Chief of Protocol												*								*				*													*	
Consular Affairs		*							*	*	*	*		*	*					*	*	*	*	*		*			*	*			*	*	*			
Diplomatic Security									*		*	*		*	*			*	*	*	*	*	*	*		*			*	*								
Office of the Coord. For Bus. Affairs									*	*	*	*	*	*				*	*	*	*	*	*	*		*			*	*								
East Asian & Pacific Affairs		*							*	*	*	*	*	*				*	*	*	*	*	*	*		*			*	*				*	*	*		
Economic & Business Affairs									*	*	*	*	*	*				*	*	*	*	*	*	*		*			*	*				*	*	*		
Educational & Cultural Affairs		*	*	*					*	*	*	*	*	*			*	*	*	*	*	*	*	*		*			*	*			*	*	*	*	*	
Equal Employment Opport. Office		*	*	*					*	*	*	*	*	*		*	*	*	*	*	*	*	*	*		*			*	*			*	*	*	*	*	
European Affairs		*				*		*	*	*	*	*	*	*		*	*	*	*	*	*	*	*	*		*			*	*							*	
Family Liaison Office									*					*				*	*	*	*	*	*	*		*			*	*							*	
Resource Management		*							*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*			*	*				*	*	*	*	
Overseas Building Operations		*				*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*			*	*				*	*	*	*	
Foreign Service Institute			*	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*			*	*				*	*	*	*	
Human Resources Management							*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*			*	*				*	*	*	*	
Information Resource Management									*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*			*	*				*	*	*	*	
Intelligence & Research									*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*			*	*			*	*	*	*	*	
Int'l Communication. & Info Policy										*				*					*	*	*	*	*	*		*			*	*			*	*	*	*	*	
Int'l Narcotics & Law Enforcement												*											*	*	*	*	*	*	*	*			*	*	*	*	*	

Chart continued on reverse

Bureau/Office	Major	Accounting																																					
		Adult Education/Training	African Studies	Agriculture	Architecture	Art History/Art Studies	Biological/Physical	Business	Communications	Computer Science	Criminal Justice	East Asian Studies	Economics	Engineering	Environmental Studies	European Studies	Finance	Geography	Government	History	Humanities	Human Resources	Information Systems	Interior Design	International Relations	Journalism	Latin American Studies	Law	Library Science	Linguistics	Middle Eastern Studies	Political Science	Print Making	Public Administration	Public Affairs	South Asian Studies	Any Majors		
International Organizations		*											*									*			*			*						*					
Legal Advisor																												*											
Legislative Affairs																																					*		
Near Eastern Affairs		*										*										*			*									*			*		
Democracy, Human Rights and Labor												*									*				*												*		
Oceans & Int'l Environmental						*						*									*				*				*									*	
& Scientific Affairs												*										*			*													*	
Office of Foreign Missions												*									*	*		*										*					
Office of the Inspector General		*						*		*												*	*		*				*					*					
Policy Planning Staff														*						*																	*		
Political-Military Affairs			*								*	*	*	*					*					*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
Population, Refugees, & Migration			*								*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
International Information Programs		*	*					*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
South Asian Affairs								*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Under Secretary For Arms Control																																					*		
& International Security Affairs																																					*		
Under Secretary for Global Affairs													*																								*		
United States Mission to the UN												*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Western Hemisphere Affairs		*						*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*

PARTICIPATING BUREAUS/OFFICES

The following is a brief overview of each participating bureau or office that offers internships at various times during the year. You may apply for an internship in **two (2) Bureaus or Offices**. **Use Bureau/Office acronyms in Item 8 of the Application Form.** Indicate the geographical area in which you are willing to work outside the Washington, D.C. area. See Bureau descriptions for choices. Example: Write **AF (Kenya)** for an internship in Kenya with the Bureau of African Affairs or write **OFM (New York)** for an internship in New York with the Office of Foreign Missions.

Bureau of Administration (A)

Office of the Procurement Executive (A/OPE)

- Reviews and evaluates domestic and overseas acquisition policies, programs, and operations.

Office of Operations (A/OPR)

- Manages, directs, and establishes policies for diverse administrative programs, including domestic real property and facility management, centralized acquisition, world-wide supply and transportation, assistance to overseas schools, language services, and the administration of foreign allowances. A/OPR offices that typically participate in the intern program are:
- **A/OPR/ALS** - Develops and coordinates policies, regulations, standards and procedures for the administration of the government-wide allowances, post differentials and representational expenses for government employees assigned to foreign countries.
- **A/OPR/LS** - Provides interpreting, translating and other language services for the Department and the White House.
- **A/OPR/FMSS/B** - Responsible for the management and administration of the domestic building operations and maintenance.

Paid and unpaid internships are available in Washington, D.C. throughout the year.

Office of Records and Publishing Services (A/RPS)

- Provides executive direction and policy guidance on substantive activities to ensure that the Department and other foreign affairs agencies receive the full range of classified and unclassified information and multi-media publishing services in a cost-effective customer service oriented manner:
- **A/RPS/MMS** – Provides centralized editorial, graphics, multi-media publishing, and distribution services, and prescribes standards for Departmental editorial, printing, and photocopier activities throughout the Department.
- **A/RPS/DIR** – Manages the Department's directives program, the articulation and collection of departmental organizational and functional policies, standards, and procedures (often referred to as regulations). In cooperation with program offices, incorporates statutes, Executive Orders, and other agency directives into Department policy and procedures.
- **A/RPS/IPS** – Serves as the primary point of contact and principal advisor on all matters concerning the management of information as a critical resource, specifically relating to records life-cycle management; public and need-to-know access to information, classification management and declassification, privacy, research of official record and public information resources, and corporate records archives.

Unpaid internships are available in Washington, D.C. throughout the year.

Art Bank Program (A/AB)

- Acquires and maintains a collection of 1,400 limited edition prints and original works on paper by American artists.
- Exhibits these works in 900 offices in the Department of State and the Agency for International Development.

Unpaid internships are available in Washington, D.C. throughout the year.

Office of Logistics Management (A/LM)

- Directs and coordinates Department of State logistics supply-chain management activities including acquisition, warehousing and distribution, transportation, and property management processes in support of every American embassy and consulate worldwide.
- Implements integrated logistics systems and business processes to ensure usage of “best practices” in the Department. These practices include e-commerce, supply-chain management and performance-based and customer-focused management.
- Supports nearly 4,000 officers in the foreign affairs community worldwide by relocating and transporting their household effects and vehicles to their assigned locations.
- Provides acquisition services including but not limited to:
 - Construction and furnishings for embassies and consulates worldwide
 - Information technology equipment and services
 - Support of international anti-narcotics efforts

Paid internships are available during the summer. Interns will work on projects in one or more of the areas related to the logistics career field.

Bureau of Arms Control (AC)

Strengthens national security by expediting effective arms control and disarmament policies, and will:

- Be responsible within State for arms control verification and monitoring.
- Assist the special adviser for verification and compliance by providing policy, technical and analytical support.
- Develop, for Presidential approval, options for arms control policy, strategy and negotiations.
- Lead interagency efforts to negotiate new agreements (START III and other future agreements) and in ongoing negotiating efforts in the Conference on Disarmament (CD) like missile material cutoff and antipersonal land mines.
- Chair the interagency backstopping and lead the diplomatic implementation of a large number of existing agreements, including ABM, INF, START I, START II, CWC, and BWC.

Unpaid internships are available in Washington, D.C. throughout the year.

Bureau of African Affairs (AF)

- Conducts U.S. foreign relations with the countries in sub-Saharan Africa.
- Directs, coordinates, and supervises U.S. government activities within those countries, including consular and administrative management issues.

Unpaid internships are available for both undergraduate and graduate students in Washington, D.C. throughout the year. Interns posted abroad are provided housing and transportation to and from post. Internships abroad are available only during the summer.

Bureau of Consular Affairs (CA)

- Directs consular services relating to the protection, assistance, and documentation of American citizens abroad.
- Conducts all passport activities, including documentation and control of travel of U.S. citizens and nationals.
- Administers laws, formulates regulations, and implements policies relating to the determination of U.S. citizenship and nationality.
- Oversees the issuance of immigrant and non-immigrant visas to the United States.
- Provides guidance and leadership on consular aspects of children's services and fulfills U.S. treaty obligations relating to children.

Paid and unpaid internships are available throughout the year in Washington, D.C. and at passport agencies located in the following cities: Boston, Charleston, Chicago, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Norwalk (CT), Philadelphia, Portsmouth (NH), San Francisco, and Seattle.

Office of the Chief of Protocol (CPR)

- Provides the President and the Secretary of State with advice on fulfilling the government's obligations relating to national and international protocol.
- Plans, arranges, and executes programs for visiting chiefs-of-state and heads of government, foreign ministers, and other high-level officials.
- Coordinates with the White House on the presentation of credentials of foreign ambassadors to the President.
- Accredits foreign ambassadors and other diplomatic and consular officers.
- Registers employees of foreign governments and determines their eligibility for rights and immunities.
- Manages the operation of the Blair House.
- Plans and executes arrangements for official functions hosted by the Secretary of State.

Paid and unpaid internships are available in Washington, D.C. throughout the year.

Bureau of Democracy, Human Rights and Labor (DRL)

- Develops and implements U.S. policy on democracy, human rights, international labor, and religious freedom.
- Helps build global consensus in support of democratic rule and universal human rights principles.
- Publishes the annual *Country Reports on Human Rights Practices*, which provide a comprehensive assessment of human rights around the world today.
- Conducts dialogues on human rights and democracy with other nations, both bilaterally and through multilateral forums.
- Works closely with members of Congress and their staffs, non-governmental human rights organizations, and the media.
- Reviews political asylum requests.
- Monitors key issues like religious freedom, labor, and women's rights.

Unpaid internships are available in Washington, D.C. throughout the year. Interns work closely with Office Directors on special projects and the Bureau's normal operations.

Bureau of Diplomatic Security (DS)

- Investigates passport and visa fraud, as well as other special investigations.
- Conducts personnel security investigations.
- Issues security clearances.
- Protects the Secretary of State and certain foreign dignitaries and officials.
- Provides physical and technical security for every U.S. embassy and consulate abroad.
- Is responsible for counter-terrorism initiatives, security engineering, building and construction security, diplomatic courier service, and security training.

Continued on next page

Within the Bureau, there are several divisions that provide administrative services such as automated systems support, financial and personnel management, and other general services.

Unpaid Internships are available in Washington, D.C. and occasionally at selected field offices in the United States such as Atlanta, Boston, Chicago, Dallas, Denver, Dunn Loring (VA), Greensboro (NC), Houston, Los Angeles, Miami, New York, Philadelphia, Phoenix, Rosslyn (VA), San Diego, San Francisco, San Juan (PR) and Seattle.

Bureau of East Asian and Pacific Affairs (EAP)

- Conducts U.S. foreign relations with countries in the East Asian and Pacific region.
- Directs, coordinates, and supervises U.S. government activities with interest in political, economic, consular, and administrative matters in those countries.
- Analyzes and prioritizes U.S. private sector trade and investments.
- Researches and analyzes political and economic issues.

Unpaid internships are available in Washington, D.C. and abroad at most U.S. embassies and consulates during the summer only. Interns gain experience with the foreign affairs interagency process. Under limited circumstances, housing may be available abroad. For students applying for internships abroad, please specify in your Statement of Interest the embassy or consulate for which you wish to be considered.

Bureau of Economic and Business Affairs (EB)

- Develops and implements U.S. international economic policy relevant to protecting and advancing U.S. economic, political, and security interests.
- Pursues objectives by managing bilateral and multilateral relationships in the areas of trade, energy, transportation, communications, finance, and food resources policy.

Office of the Coordinator for Business Affairs (EB/CBA)

- Advises the Under Secretary for Economic, Agricultural, and Business Affairs, as well as the Assistant Secretary for Economic and Business Affairs, on foreign policies affecting U.S. international economic competitiveness, and ensures that the interests of the U.S. business community are properly considered in the formulation and implementation of U.S. foreign policy.

International Communications and Information Policy (EB/CIP)

- Coordinates development and implementation of policy in international telecommunications with both bilateral and multilateral organizations.

Energy, Sanctions and Commodities (EB/ESC)

- Formulates and manages overall U.S. government economic sanctions policy and strategy; coordinates the use of economic sanctions as a tool of foreign policy, ensuring that U. S. commercial and competitiveness issues are factored into U.S. government sanctions and export control decisions.

Policy Analysis and Public Diplomacy (EB/PAPD)

- Coordinates public affairs/public diplomacy activities: prepares press guidance, provides media support for policy initiatives, responds to media requests and supports public diplomacy initiatives for foreign audiences on economic issues.

International Finance and Development (EB/IFD)

- Develops a satisfactory climate for U.S. investment overseas, through bilateral and multilateral investment agreements that encourage foreign countries to adopt market-oriented policies that treat private investment fairly.

Continued on next page

Trade Policy and Programs (*EB/TPP*)

- Advances economic prosperity by increasing trade through the opening of overseas markets and freeing the flow of goods, services, and capital. Promotes U.S. trade interests within the World Trade Organization (WTO) and regional trade organizations such as the Asia-Pacific Economic Cooperation (APEC), the North American Free Trade Agreement Secretariat (NAFTA), and the Free Trade Area of the Americas (FTAA).

Transportation Affairs (*EB/TRA*)

- Provides the fullest possible commercial support for the global aviation industry, which is uniquely dependent upon U.S. government leadership to ensure its rights and market access in foreign countries, and serves as the chief aviation negotiator for the United States under the 1958 Federal Aviation Act, the Department carries out its aviation responsibility with the direct involvement of airlines, communities, and labor.

Unpaid internships in EB are available in Washington, D.C. throughout the year. For further information on each office, please see the Department of State website: <http://www.state.gov>

Bureau of Educational and Cultural Affairs (*ECA*)

The Bureau of Educational and Cultural Affairs supports the long-term national interest by fostering mutual understanding between the people of the United States and other countries. Bureau academic and professional exchange programs identify future leaders and build a foundation of trust with current and potential leaders throughout the world. Bureau programs and activities include the Fulbright Exchange Program, the International Visitor Program, Citizen and Professional Exchange Programs, English Language Programs, Cultural Programs, Educational Advising, Humphrey Fellowships and College and University Affiliations Programs.

- The **Office of Academic Exchange Programs** plans and manages a wide spectrum of merit-based educational programs from Fulbright exchanges to a range of special programs for Russia and the New Independent States.
- The **Office of Global Educational Programs** administers professional and teacher exchanges, institutional linkages, and programs and services designed to support and promote the international exchange of student and scholars.
- The **Office of English Language Programs** conducts a variety of activities to promote the teaching and learning of English overseas.
- The **Office of Citizen Exchanges** manages programs in professional, cultural and youth programs. Grants are used to strengthen public-private partnerships with American universities, community organizations, professional groups and other non-profit institutions.
- The **Office of International Visitors** brings current and emerging foreign leaders to the United States to meet and confer with professional counterparts and to gain a more complete understanding of the United States.
- **Cultural Programs** emphasize fostering long-term relationships between artists, institutions and audiences, stimulating self-sustaining networks.

Specific skill sets which would be well applied in the Bureau of Educational and Cultural Affairs (ECA) also include web design and management, and organizational development to include training, group facilitation, conflict management and surveying/polling.

Unpaid internships are available in Washington, D.C. throughout the year. For more information see the Bureau of Educational and Cultural Affairs' web site: <http://exchange.state.gov>

Bureau of European Affairs (EUR)

- Conducts U.S. foreign relations with countries in Europe (including Turkey and the former Soviet Republics).
- Directs, coordinates, and supervises U.S. government activities within these regions, including consular and administrative management issues.
- In addition to working on country-specific issues, the Bureau offers the opportunity to do multilateral work related to the European Union, NATO, the OSCE, the OECD, the G-8, and the Council of Europe. Applicants interested in these multilateral positions should specifically note such interest in their Statement of Interest.

Unpaid internships are available in Washington, D.C. and abroad at certain U.S. embassies and consulates throughout the year. When available, housing is provided to interns assigned abroad. For students applying for an internship abroad, please specify in Item 8 of the application, in descending order of preference, the embassy or consulate at which you are willing to pursue your internship. Example:

EUR/Paris/Budapest/Chisinau. Duties of both domestic and overseas interns are similar in nature to that of a Junior Foreign Service Officer.

Note: The Pamela Harriman Foreign Service Fellowships, sponsored by the College of William of Mary, will provide a \$5000 award for two U.S. college students to work in the U.S. embassies in Paris and London. The fellowships are available during summer sessions only. (A fellowship is also provided for a student to work in a component of the Office of the Secretary-see S entries on pages 24-25). Applications of persons chosen by the Department of State for internships in London or Paris and who have submitted a signed Authorization To Furnish Information statement (see page 5 of the DS-1950, U.S. Department of State Application for Federal Employment), will be forwarded to The Pamela Harriman Foreign Service Fellowship Program for consideration. Eligible candidates will be contacted with instructions on applying for a Harriman Fellowship. The Harriman Board has determined that only undergraduate students entering their senior year and graduating seniors continuing their studies will be considered for a Fellowship. E-mail inquiries on the Fellowship Program should be addressed to: harriman@wm.edu. All written inquiries should be addressed to:

**The Pamela Harriman Foreign Service Fellowship Program
PO BOX 8795
The College of William and Mary
Williamsburg, VA 23187**

Family Liaison Office (FLO)

- Serves all U.S. government employees and family members assigned to, serving at, or returning from a U.S. embassy or consulate abroad deal with the challenges of a mobile lifestyle.
- Advocates for programs to improve quality of life by identifying issues and solutions.
- Provides high volume of client services in the areas of Family Member Employment (including job availability at an embassy or consulate abroad and opportunities for working on the local economy overseas), Education and Youth (including boarding school options, youth programs, and support for families with special needs children), and Support Services for those experiencing a personal change (including divorce, eldercare, adoption) or post crisis.
- Assists employees and family members evacuated from post due to political unrest or natural disasters
- Manages the Community Liaison Office (CLO) program with 160 field offices worldwide.
- Manages the expeditious naturalization process for foreign-born spouses of Department of State employees.
- Delivers services through individual counseling, training and presentations, publications and the FLO web site.

Please visit FLO's website: <http://www.state.gov/www/flo/>

Unpaid internships are available in Washington, D.C. during the summer. Interns will work on special projects in one or more of the above areas.

Office of the Under Secretary for Global Affairs (G)

- Coordinates U.S. foreign relations on a variety of global issues, including democracy and human rights, population and the environment, narcotics control, migration, and refugees.
- Oversees activities of four bureaus: Democracy, Human Rights and Labor; International Narcotics and Crime; Oceans and International Environmental and Scientific Affairs; and Population, Refugees, and Migration.

Selections will be made from applicants with demonstrable knowledge of, and interest in, one or more Global issues. Unpaid internships are available in Washington, D.C. throughout the year.

Bureau of Legislative Affairs (H)

- Supervises and coordinates all legislative and liaison activities between the Department and Congress (except certain management issues) and the Office of Management and Budget.
- Plays the lead interagency strategy role on foreign affairs legislation.

Unpaid internships are available in Washington, D.C. throughout the year.

Bureau of Human Resources (HR)

- Carries out recruitment and examination for the Foreign Service, including administration of the Foreign Service Written Examination and Oral Assessment.
- Develops and administers personnel policies and procedures of the Department, including assignments, career development, employee relations and retirement programs for both Foreign and Civil Service.
- Coordinates the Department's student employment programs.
- Publishes the Department's monthly magazine for employees worldwide.

Unpaid internships are available in Washington, D.C. throughout the year.

Bureau of International Information Programs (IIP)

IIP is the principal international strategic communications service for the foreign affairs community. Using public diplomacy tools, IIP reaches out to key foreign audiences to improve their understanding of U.S. foreign policy and society.

The Office of International Programs is a reinvention lab, built on team-based management and cutting-edge technology. The IIP staff:

- Writes and edits material to explain U.S. policy to overseas audiences in such fields as foreign policy, military and economic affairs.
- Prepares stories, web pages and electronic journals aimed at foreign readers in various subject areas including human rights, narcotics, terrorism, American society, democracy, and information technology.
- Recruits and schedules U.S. officials, persons from the academic community and subject specialists for overseas speaking and training programs.
- Publishes pamphlets in paper and electronic versions on a variety of topics on American society and government, foreign policy and global issues.
- Provides, through the Public Diplomacy Research Center, information services to IIP and to overseas programs.

Specific skill sets which would be well applied in the Office of International Information Programs (IIP) also include web design and management, and organizational development to include training, group facilitation, conflict management and surveying/polling.

Unpaid internships are available in Washington, D.C. throughout the year.

Bureau of International Narcotics and Law Enforcement Affairs (INL)

- Plans, implements, and oversees international narcotics and crime control activities.
- Provides program direction to U.S. missions abroad.
- Negotiates cooperative agreements with foreign governments.
- Represents the United States at the United Nations on narcotics and crime matters.
- Works closely with other government agencies on domestic drug issues.
- Assists foreign governments to combat narcotics and crime activities, e.g., eradicate narcotic crops, destroy illicit laboratories, train interdiction personnel, prevent money laundering and other organized crime, develop anti-crime and counternarcotics education programs.

Unpaid internships are available in Washington, D.C. during the summer only. Intern projects include: monitoring the narcotics and crime control programs in South America, the Caribbean, Central America, Mexico, Asia, or Africa; reporting on narcotics and crime activities; and researching and analyzing narcotics trafficking and crime profiles. Proficiency in Spanish is desirable.

Bureau of Intelligence and Research (INR)

- Directs the Department's program of intelligence analysis and research.
- Acts as liaison with the Intelligence Community.
- Represents the Department in interagency intelligence groups and on committees.

INR's Office of Research conducts opinion polls and focus groups abroad on political, economic and cultural issues related to foreign policy. Unpaid internships (which do not require a Top Secret clearance) are available throughout the year.

All other offices in INR can only accept applications from individuals who hold both a Top Secret clearance and clearance for access to Sensitive Compartmented Information. Previous applicants who had these clearances held them through their participation in U.S. military reserve units.

Bureau of International Organization Affairs (IO)

- Provides guidance for U.S. participation in international organizations and conferences.
- Acts as the channel between the U.S. government and international organizations.
- Builds coalitions necessary to advance U.S. policies in the United Nations and specialized agencies.
- Scope of interest includes the U.N. Security Council and the maintenance of international peace and security.

Unpaid internships are available all year in Washington, D.C. and overseas in Vienna and Geneva.

Bureau of Information Resource Management (IRM)

The mission of IRM is to ensure that Department of State information resource management requirements are met in the areas of:

- | | |
|--|------------------------------|
| • voice communications | • telecommunications |
| • transmission networks | • automated data processing |
| • personal computers | • local area network systems |
| • electronic media products | • mass data storage |
| • information processing/retrieval systems | • fifth-generation computing |

IRM is responsible for providing services in these areas to the entire Department of State, including its diplomatic missions abroad, and to other foreign affairs agencies abroad.

Unpaid internships are available in Washington, D.C. throughout the year.

Office of the Legal Adviser (L)

- Furnishes legal advice on all domestic and international legal problems arising in the course of the Department's activities.
- Involved in formulating and carrying out the foreign policy of the United States.
- Involved in promoting and developing international law and institutions as a fundamental of the foreign policy of the United States.

Paid internships are offered to applicants who are at least second-year law students. Unpaid work-study internships are available for the fall and spring semester for second-year law students and in the fall for third-year law students.

If you are a second-year law student applying for a summer internship, or if you are applying for the Work-Study Program with the Office of the Legal Adviser, you must submit a resume and a copy of your law school transcript. (Application materials in this brochure are not applicable for these particular internships.)

Applicants for the Office of the Legal Adviser must **submit their application package directly** to:

Personnel Officer
Office of the Legal Adviser - Room 5519
U.S. Department of State
Washington, DC 20520-6419

Applications may also be faxed to 202-736-7508.

Foreign Service Institute (M/FSI)

- Trains Department of State and other U.S. government agency employees involved in foreign affairs.
- Encourages research and other studies of new and developing areas of foreign policy concerns.
- Develops training materials for total curriculum including video and multimedia-based training courses.
- Provides intensive instruction in more than 50 languages.
- Offers a variety of area studies courses that familiarize Foreign Service personnel in the specific geographic/cultural area to which they are assigned.
- Assists personnel and their families going to or returning from overseas assignments in cross-cultural and lifestyle adaptation, in addition to family and work adjustment/readjustment.

Unpaid internships are available in Washington, D.C. throughout the year.

Art-in-Embassies Program (M/OBO/OM/ART)

- Enhances the communication of American values and cultural diversity through the display of American art at overseas posts.
- Administers loans and donations of American works of art from the public and private sectors.
- Provides works of art for residences of ambassadors and principal U.S. representatives to U.N. agencies in New York and overseas.

Unpaid internships are available in Washington, D.C. throughout the year.

Interior Planning, Design and Furnishing Division (M/OBO/PE/IF)

- Plans, provides and maintains the functional interior elements for overseas Department of State representational residences.
- Identifies and maintains antiques, works of art, and other cultural objects in properties abroad.
- Optimizes the work environment of Department of State facilities overseas through space programming, planning and coordination of building systems, specialties, finishes and furnishings with post mission, staff, and equipment.

Paid and unpaid internships are available in Washington, D.C. throughout the year.

Program Execution Office (M/OBE/PE)

- Manages a \$400 million Facility Management Program which includes more than 2,000 properties worldwide.
- Acquires through purchase and lease international real property in support of the U.S. government diplomatic missions.
- Designs, constructs and maintains offices and residences abroad.
- Supports routine rehabilitation and repair of office, residential, recreational, and support facilities.

Paid and unpaid internships are available in Washington, D.C. throughout the year.

Bureau of Near Eastern Affairs (NEA)

- Conducts U.S. foreign relations with countries in the Middle East and the Maghreb States in North Africa.
- Directs, coordinates, and supervises activities within those countries, including consular and administrative management issues.

Unpaid internships are available in Washington, D.C. throughout the year and abroad at certain embassies and Consulates during the summer only. Posts abroad provide housing at no cost to interns.

Bureau for Nonproliferation (NP)

Leads U.S. efforts to prevent the proliferation of weapons of mass destruction by supporting the Secretary of State in leading the interagency policy process in this area and will:

- Be responsible for developing and implementing all policies to curb the proliferation of nuclear chemical and biological weapons and missiles and other delivery systems..
- Promote restraint in transfers of conventional arms, including through enhanced foreign export control practice.
- Promote peaceful uses of nuclear energy and enhanced nuclear safety practices worldwide. with Russia, China, South Asia, the Middle East and the Korean Peninsula, to reduce proliferation pressures and destabilizing arms acquisitions.

Unpaid internships are available in Washington, D.C. throughout the year.

Bureau of Oceans and International Environmental and Scientific Affairs (OES)

The Bureau of Oceans and International Environmental and Scientific Affairs is the Department of State's focal point for foreign policy development in the areas of:

- U.S. policy on environment and development.
- Terrestrial conservation affairs.
- Global climate change.
- Oceans and fisheries affairs.
- Marine conservation.
- International science and technology cooperation programs.
- Emerging and infectious diseases and HIV/AIDS.
- Science and technology.
- Public outreach on environmental diplomacy.

Unpaid internships are available in Washington, D.C. throughout the year.

Office of Foreign Missions (*OFM*)

- Facilitates the secure and efficient operation in the U.S. of foreign missions and international organizations.
- Grants appropriate benefits, privileges, and immunities for those missions and organizations.
- Regulates the observance of corresponding obligations in accordance with international law.

Paid internships are available in Washington, D.C., New York, Chicago, San Francisco, and Los Angeles and Miami throughout the year.

Office of the Inspector General (*OIG*)

- Provides policy direction and conducts, supervises, and coordinates objectives, independent audits, investigations, inspections, and security oversight reviews relating to programs and operations,
- Systematically reviews and evaluates the administrative activities and operations of Foreign Service posts, bureaus, and other operating units of the Department.
- Ensures that policy goals and objectives are effectively being achieved and that the interests of the United States are accurately and effectively represented.

Paid and unpaid internships are available in Washington, D.C. throughout the year. In addition, the Office of Counsel in the Office of the Inspector General has internships for second-year law students.

Bureau of Public Affairs (*PA*)

The Bureau of Public Affairs helps Americans understand the importance of foreign affairs. It informs the American people and press, and feeds their concerns and comments back to the policymakers. The following offices work within the Bureau to accomplish these goals in many different ways:

- **Strategic Communications (PA/SCP):** Develops strategies to advance the Administration's priority policy issues, shapes effective messages explaining U.S. policies on new and ongoing issues and enhances communication with the American public.
- **Press Office (PA/PRESS):** With primary focus on the Washington, D.C. press corps but with frequent contact with nationwide and international media, serves as the first point-of-contact for reporters with questions on the global range of U.S. foreign policy issues. Coordinates all aspects of the Department's daily press briefing, including the Spokesman's preparations. Facilitates media coverage of the Secretary of State's public events.
- **Regional and Press Outreach (PA/RPO):** Pursues media outreach, enabling Americans everywhere to hear directly from key Department officials through local, regional and national media interviews.
- **Public Liaison (PA/PL):** Schedules briefings and conferences in the Department and arranges town meetings and speakers to visit communities, to discuss U.S. foreign policy and why it is important to all Americans; answers questions from the public about current foreign policy issues by phone, email and letter.
- **Intergovernmental Affairs (PA/IGA):** Works with state, local and territorial governments to ensure that their foreign policy interests are being served.
- **Electronic Information (PA/EI):** Manages the State Department's web site at state.gov, developing web pages with up-to-date information about U.S. foreign policy, and preparing special publications.
- **Foreign Press Center (PA/FPC):** Generates programs for foreign journalists and broadcasters to deepen their understanding and the accuracy of their reporting on American society and U.S. foreign policy.
- **Broadcasting Services (PA/OBS):** Produces audio-visual products and services in the U.S. and abroad for the public, the press, the Secretary of State, and Department bureaus and offices. Assists in producing live interactive TV programs and short TV feature stories, conducting TV interviews to explain the Department's mission and U.S. foreign policies to both domestic and foreign audiences.
- **Office of the Historian (PA/HO):** Publishes the official record of U.S. foreign policy (Foreign Relations of the United States) and researches/writes historical studies for U.S. policy makers.

Internships are available in all of the above offices as well as the United States Diplomacy Center (see USDC description). Unpaid internships are available in Washington, D.C. throughout the year.

Bureau of Political-Military Affairs (PM)

Supports the Secretary and the Under Secretary in playing a larger role in security and defense policy and will:

- Provide a more informed State voice on Defense policies with major foreign policy implications.
- Provide analytic support on defense-related foreign policy issues.
- Contribute to the coordination of peacekeeping and related foreign policy issues.
- Lead a stronger State effort on regional security issues.
- Assume greater responsibilities in crisis management.
- Be responsible for arms transfers, defense trade controls, and political-military and Defense cooperation in critical infrastructure protection.

Unpaid internships are available in Washington, D.C. throughout the year.

Bureau of Population, Refugees, and Migration (PRM)

- Develop and implements U.S. policies on international population, refugee and migration matters.
- Advances U.S. humanitarian principles by providing assistance to victims of persecution and civil strife.
- Administers U.S. refugee admissions program that processes and resettles refugee in the United States.

Unpaid internships are available in Washington, D.C. throughout the year.

Bureau of Resource Management (RM)

- Manages the financial affairs of the Department.
- Budgets and allocates the resources of the Department.
- Formulates, directs, and advises on all matters relating to the financial management systems of the Department.
- Directs the Department's worldwide financial reporting and accounting programs.
- Directs and implements the management policy of the Department.

Paid and unpaid internships are available in Washington, D.C. throughout the year.

Bureau of South Asian Affairs (SA)

- Conducts U.S. foreign relations with the South Asian countries of India, Nepal, Sri Lanka, Bhutan, the Maldives, Pakistan, Afghanistan, and Bangladesh.
- Directs, coordinates, and supervises activities within those countries, including consular and administrative management issues.

Unpaid internships are available in Washington, D.C. throughout the year and abroad at certain embassies and consulates during the summer only. Overseas posts provide housing at no cost to the interns.

Office of the Coordinator for Counterterrorism (S/CT)

- Coordinates the U.S. overseas counterterrorism policy and response to international terrorist incidents that take place outside of U.S. territory.
- Engages in bilateral, multilateral, and public diplomacy to deter terrorism through a firm policy of no concessions to terrorists, prosecution or extradition of international terrorists, and vigorous opposition to state-sponsored terrorism.
- Provides the lead in conducting interagency bilateral counterterrorism consultations with some 20 governments, and is an active participant in multilateral and regional negotiations and meetings.
- Identifies and develops justification for the U.S. government's biennial designation of foreign terrorist organizations.
- Coordinates U.S. counterterrorism research and development, including consultations and cooperation with selected countries.
- Leads interagency Foreign Emergency Support Team that stands ready to deploy overseas on four-hours notice in the event of an international terrorist incident.

Paid and unpaid internships are available in Washington, D.C. throughout the year.

Office of Civil Rights (S/OCR)

- Manages all Department of State programs and activities which promote equal employment opportunity (EEO) and affirmative action for employees and applicants for employment.
- Directs a complaints processing program which addresses complaints of discrimination based on race, color, ethnicity, sex, religion, age, sexual orientation, disabling condition, political affiliation, marital status, or prior statutory, constitutionally protected activity.
- Advises the Secretary of State and senior Departmental managers on affirmative action and diversity issues and develops and implements policies and procedures to eliminate barriers to equal employment opportunity
- Conducts briefings and training sessions on EEO, affirmative action, and diversity for Departmental components worldwide.

Unpaid internships are available to undergraduate, graduate, and law students with an interest in equal employment opportunity and civil rights issues. Internships are available in Washington, D.C. throughout the year.

Foreign Service Grievance Board (S/FSG)

- Congress established the Foreign Service Grievance Board to ensure procedural protections for Foreign Service employees. The Board must resolve the tensions that sometimes develop between the need to protect employee rights and the desire to enhance Foreign Service efficiency. The major function of the Board is to provide a forum for the fair review and adjudication of grievance appeals. The Board's jurisdiction extends to any grievance, as defined in section 1101 of the Act, and to any separation for cause proceeding initiated pursuant to section 610(a)(2). The jurisdiction of the Foreign Service Grievance Board is limited to current and former members of the Foreign Service who are U.S. citizens. The Board also has jurisdiction with respect to labor-management implementation disputes and certain retirement annuity pension claims.
- The Board has a position available year-round for a college intern. Students interested in a broad view of the practical problems of the Foreign Service, personnel management and/or computer database management are encouraged to apply.

Unpaid internships are available in Washington, D.C. throughout the year.

Office of the Secretary, Policy Planning Staff (S/P)

- Provides analysis, review and advice for the Department on policy matters.
- Recommends alternative courses of action on major ongoing and prospective policy issues, the interrelationship between issues, and the strategic or long-term consequences of actions.

Unpaid internships are available in Washington, D.C. throughout the year.

Note: The Pamela Harriman Foreign Service Fellowships, sponsored by the College of William of Mary, will provide a \$5000 award for one U.S. college student to work in a component of the Office of the Secretary. The fellowships are available during summer sessions only. (Fellowships are also provided for a student to work in the U.S. embassies in Paris and London – see EUR entry on page 17). Applications of persons chosen by the Department of State for internships in a component of the Office of the Secretary and who have submitted a signed Authorization To Furnish Information statement (see page 5 of the DS-1950, U.S. Department of State Application for Federal Employment), will be forwarded to The Pamela Harriman Foreign Service Fellowship Program for consideration. Eligible candidates will be contacted with instructions on applying for a Harriman Fellowship. The Harriman Board has determined that only undergraduate students entering their senior year and graduating seniors continuing their studies will be considered for a Fellowship. E-mail inquiries on the Fellowship Program should be addressed to: harriman@wm.edu. All written inquiries should be addressed to:

**The Pamela Harriman Foreign Service Fellowship Program
PO BOX 8795
The College of William and Mary
Williamsburg, VA 23187**

Office of the Science and Technology Adviser to the Secretary (STAS)

Appointed in September 2000, the Adviser and STAS lead an initiative to:

- Strengthen the Science and Technology literacy and capacity of the Department as a whole – both by increasing the number of scientists in the Department and by increasing training and exposure of diplomatic and Civil Service personnel to S&T issues.
- Building a partnership with the outside S&T community – academia, technical agencies, associations, industry – particularly in the United States, but also abroad.
- Providing advice to the Secretary and other senior Department officials, and catalyzing initiatives for greater State leadership in international S&T cooperation and related policy developments for new and emerging S&T issues.

STAS can accommodate up to two interns during any internship period, but also will assist in identifying regional and functional Bureaus, as well as embassies abroad, that may require S&T interns. Accordingly, applicants should also indicate their field(s) of concentration as well as any preferences for overseas locations. See also the STAS website: <http://www.state.gov/g/stas/>

Office of the Under Secretary for Arms Control and International Security Affairs (T)

The Under Secretary's office provides policy direction in the following areas:

- Non-proliferation, including missile and nuclear, as well as chemical, biological, and conventional weapons.
- Arms control, including negotiation, ratification and implementation of agreements on strategic, non-conventional and conventional forces.
- Regional security and defense relations, which involve policy regarding U.S. security commitments worldwide as well as use of U.S. military forces in unilateral or international peacemaking roles.
- Export control policy, i.e., the U.S. government controls exports that might contribute to proliferation or otherwise harm U.S. interests, while at the same time allowing legitimate exports that help U.S. business.

Unpaid internships are available in Washington, D.C. throughout the year.

United States Diplomacy Center (USDC)

When completed in several years, the museum and center for United States diplomacy will feature:

- The history of U.S. diplomacy.
- The practice and purpose of U.S. diplomacy.
- The challenges of U.S. diplomacy past and present.

The Diplomacy Center will enable interns to participate in the creation of a new facility. Internships are available in different areas such as:

- Administration, development and membership.
- Interpreting diplomatic history and practice.
- Exhibition development and research.
- Collections management.
- Education outreach.

Unpaid internships are available in Washington, D.C. throughout the year.

United States Mission to the United Nations (USUN)

The United States Mission to the United Nations was established in 1947 by the United Nations Participation Act, to assist the President and the Department of State in conducting U.S. policy at the United Nations.

- Carries out our nation's participation in the world body.
- Recommends what course of action the United States should pursue in the world organization.

Internships may be in: Political Affairs, Economic and Social Affairs, UN Resource Management, Military Staff Committee, Research and Reference, Legal Section, Host Country Affairs, Press and Public Affairs, and Regional Security Office. Unpaid internships are available in New York City throughout the year.

Bureau of Verification and Compliance (VC)

Leads the verification and compliance effort for existing arms control and nonproliferation agreements, which includes ABM Treaty and related documents, CFE Treaty and related documents, CSBMs, START I and II, LTBT, TTBT, PNET, BWC, CWC, and NPT. Additionally, the Bureau is responsible for ensuring compliance with the NPT and the MTCR.

- Leads the further elaboration of the verification and monitoring regime of the Comprehensive Nuclear Test Ban Treaty (CTBT) and the development of the verification and monitoring regime and subsequent compliance effort for the Fissile Material Production Cutoff Treaty (FMCT),
- ABM/NMD Protocol, a START III agreement, nuclear warhead dismantlement issues, Anti Personnel Landmine Limitations, the BWC Compliance Measures Protocol, and all other arms control and nonproliferation agreements and commitments.

Unpaid internships are available in Washington, D.C. throughout the year.

Bureau of Western Hemisphere Affairs (WHA)

- Conducts foreign relations with Mexico, Canada, Central and South America and the Caribbean.
- Directs, coordinates, and supervises U.S. Government activities within this region, including political, economic, consular, public diplomacy and administrative management issues.
- Prefers Spanish, French, Portuguese speaking/reading applicants.

Unpaid internships are available in Washington, D.C. and abroad at certain U.S. embassies and consulates throughout the year. When available, housing is provided to interns assigned abroad. Internships are offered in the political, economic, consular, public diplomacy and administrative sections of embassies abroad. **For students applying for an internship abroad, please specify in your Statement of Interest the embassy or consulate at which you wish to pursue your internship.** Duties of interns, both domestic and abroad, are similar in nature to that of a Junior Foreign Service Officer. These can include reading/answering cable traffic, attending meetings, escorting visitors, compiling briefing books, conducting special research projects, and a host of other duties. Once selected, overseas interns are provided with an outline of specific duties and projects. Domestic interns are provided with duty statements and a handbook.

U.S. Mission to the Organization of American States (WHA/USOAS)

- The United States Mission to the Organization of American States was formally established in 1948, and is the only embassy located within the Department of State in Washington, D.C. The Organization of American States (OAS) is the world's oldest regional organization, dating back to the First International Conference of American States held in Washington, D.C. in October 1889. It is the premier multilateral forum for dealing with political issues in the Western Hemisphere.

Unpaid internships are available in political affairs, economic and social affairs, and resource management throughout the year in Washington, D.C.